

**Fermilab
FY2002 Self-assessment
Process Assessment Report
For
Technical Division**

30-Sep-2002

Division/Section performing assessment

Technical Division

Name of organization that owns assessed process

ES&H Group within the Support Department

Organization Strategy

Safety is critical to the successful operation of the Technical Division and the Laboratory. The review of ES&H training aids the Division in ensuring that we are up-to-date when it comes to providing employees with the tools and techniques needed to conduct work safely.

Names of Personnel on Assessment team

Jamie Blowers, Quality Assurance Officer

Name of process assessed

ES&H Training management

Brief description of process to be assessed

As stated above, safety is critical to the successful operation of the Technical Division and the Laboratory. To help ensure that we conduct work in the safest manner possible, every person working at the Lab must go through specific ES&H training. As part of the operations of the Division, ES&H training is reviewed so that we can ensure everyone is getting the appropriate training at the appropriate time.

Are metrics associated with this process? If so, what are they?

The Laboratory has contractual metrics for this process. In Appendix B of the Prime

contract, they are identified as Indicators 3.F.1 and 3.F.2, "Training ITNA" and "Training Complete", respectively.

What are the names of the procedures associated with this process?

The following are procedures related to this process:

TS-1130 Completing Training Needs Assessments for TD Employees
TD-2010 TD Quality Management Program (specifically section 2)
TS-4090 ES&H Remedial Action Plan
FESHM chapter 4010 ES&H Training

Are these procedures being followed? Are they current?

The Technical Division is following the procedures that are currently in place. It is recognized that TS-1130 is out of date, and needs to be updated.

Describe the methodology used to assess this process.

The methodology used to assess this process consisted of reviewing all available records (policies, procedures, training reports) and interviewing the individual responsible for coordinating ES&H training in Technical Division (Kurt Kasules).

Results of the assessment:

Based on the results of the assessment, and the fact that the contractual indicators are all above 95%, this process is given the rating of **outstanding**. The Division is very regimented regarding ES&H training, and the results clearly show it. Much of this success is due to the systems which the ES&H Section have put in place (e.g. computerized ITNA and TRAIN). These tools are instrumental in the Division's ability to successfully manage ES&H training.

The results for the metrics are as follows:

Training ITNA 3.F.1:	100% (outstanding)
Training Complete 3.F.2:	95.1% (General ES&H training, outstanding)
	100% (Radiation training, outstanding)
	99.6% (Personal training, outstanding)

It should be noted that these metrics include all contractors and summer students working in the Division.

The TD training coordinator regularly runs training reports, and reviews the training that needs to be scheduled. He then speaks with the supervisor and/or employee, and signs the employee up for the appropriate training. Notices are sent to supervisors reminding them of the need to conduct and update ITNAs. As evidenced by the results, these process controls are very effective. No new improvements were identified as a result of the assessment (note that it had already been acknowledged TS-1130 needed to be updated).

Identified opportunities for improvement

The only improvement identified is the updating of TD policy TS-1130.

Schedule for implementation of improvements

TS-1130 will be updated, along with other TD policy documents, in FY2003.

Status of improvements from previous assessment

N/A

Attachments (supporting data, worksheets, reports, etc.)

The following attachments have been incorporated into this report:

"TD Policy TD-2010 (excerpts)" - Excerpts from the TD Quality Management Program, related to ES&H training

"TD Policy TS-1130" - The current version of the TD policy on completing ITNAs (note: it is acknowledged that this version is out of date)

"TD Policy TS-4090" - The TD policy regarding remedial action for when an employee does not meet the minimum score on examinations given at the end of ES&H training presented by TD personnel

"FESHM 4010" - The chapter in FESHM concerning ES&H training

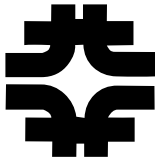
"ITNA reminder" - A memo from the TD SSO reminding supervisors of the need to update ITNAs

"ITNA Log Report" - The report for the results of the completion of ITNAs for the Division

"TRAIN Report 1" - A TRAIN summary report for general ES&H training

"TRAIN Report 2" - A TRAIN summary report for radiation training

"TRAIN Report 3" - A TRAIN summary report for personal training



Refer to Appendix A for the most current location of the Fermilab ES&H Manual.

2.2.3 Line Management Responsibilities

Line management is required to be familiar with Laboratory policy on ES&H responsibilities as set forth in the Fermilab ES&H Manual.

Line management is responsible for ensuring that personnel training and qualification requirements are met for the assigned scope of work and activities. This includes Technical Division personnel and those personnel from outside the division who are under the direct supervision of line management.

2.3 Personnel Specific Positions (Job Openings)

Qualifications for specific job positions (job openings) are spelled out in personnel requisitions to ensure that only qualified candidates are considered for available positions. These personnel requisitions require a level of detail listing specific qualifications, required experience/skills, formal education, or any other job related requirement, and must be consistent with Fermilab Employment (personnel) requisition requirements, policies, and practices.

2.4 Education Qualifications

The education that is required for obtaining a university/college degree (or other professional certification) constitutes qualification for working within the discipline in which the degree was granted. Equivalent work experience and technical activity in a related discipline may also constitute acceptable qualifications.

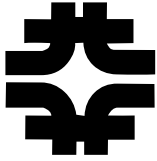
2.5 Individual Training Needs Assessment (ITNA)

To ensure that training needs are maintained at an appropriate level, a training needs assessment is required for each employee on an annual basis or whenever a change in job assignment or job hazards occurs.

The annual training needs assessment is conducted during the performance review process. It includes a review of employee training needs with respect to the work the employee is expected to perform or hazards that the employee would be exposed to in the normal performance of the assigned job.

2.6 Training Plan

An output of the performance review is a plan to implement the training needs of each employee within the division. Some training needs may be coordinated



through the headquarters office so that training can be provided division-wide (e.g. ES&H training). On-the-job training is coordinated through the Department Head and area supervision.

2.7 Specific Job Related Training

For work that does not require an accredited university/college degree or other professional certification, implementing management is responsible for developing training that is appropriate to the complexity, hazard, and programmatic significance for their scope of work or activities.

When it is determined that an employee needs specific job related training in order to effectively and efficiently carry out duties that are assigned, training will be made available to the employee. Where possible, in-house training will be provided to ensure that an appropriate level of skills, knowledge, expertise, and experience are available to accomplish the stated mission and objectives. Training may come from several sources such as mentoring, or as provided by physicists, engineers, supervisors, lead personnel, consulting firms, quality assurance personnel, Environment Safety & Health (ES&H) personnel, approved formal organizational training agents, or other sources. When in-house training is not practical or adequate, outside sources will be used to provide training.

2.8 Training Records

2.8.1 The TRAIN database is the official record for all ES&H training. ES&H training is recorded in the TRAIN database by ES&H personnel.

2.8.2 Records of on-the-job training (not related to ES&H) are maintained at the department or group level. The responsible group determines the method of record keeping, such as TRAIN. The method must allow for easy retrieval and review of the records.

These records may be limited to recording when the training was complete on the Performance Review form. It is not a requirement to maintain these records "real-time". It is sufficient to update the training records for the previous year during the performance review.

2.8.3 Records of training from attending formal courses are maintained by the individual taking the training. A note should be made on the performance review form that the training took place, but the individual maintains the official certificate.

2.8.4 Individuals who have been operating a piece of equipment for more than one year are considered to be "grand-fathered", and as such a record stating that they are trained does not need to be maintained.



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Technical Support Section***Completing Training Needs Assessments
for Technical Support Section Employees***

Approved: *F. Turkot* Date: 2-14-94
F. Turkot, TSS Section Head

Purpose:

The document describes the process by which compliance-based training needs assessments are conducted for Technical Support Section (TSS) employees and offers guidance to TSS supervisors charged with identifying personnel training needs in accordance with Section 2.3.6 of the TSS Specific Quality Implementation Plan (SQIP). This document is intended as guidance for TSS personnel and does not replace or supercede requirements of the Fermilab ES&H Training Program.

Background:

Chapter 4010 of the Fermilab ES&H Manual defines the Laboratory's ES&H Training Program. Contained within this chapter is a description of the program, including a definition of terms, responsibilities, procedures, and documentation requirements. Also contained within this chapter is a discussion of the process for identifying training needed by each employee as well as forms for completing the identification process. However, at present the Laboratory training program is still under development, with some areas complete and others in various stages of completion. The training needs assessment portion of the program falls under the latter category.

Identifying and understanding the training needs of Section employees is an important factor in maintaining an effective workforce and a safe workplace. As the Laboratory training program becomes better defined and developed, TSS will implement that program to the full extent. In the interim, this document has been prepared to offer guidance to TSS personnel in using available materials to identify the ES&H training needs of Section employees.

Process:

Contained within Chapter 4010 is an "Individual Needs Assessment Survey" form intended to assist in the identification of compliance-related training for Fermilab employees. This form is to be completed by supervisors when conducting an ES&H training needs assessment for an employee. Instructions for completing the survey are included on the cover page of the form. *(Note: Training on the use and completion of this form is planned by the Laboratory but is not yet available. In the interim supervisors are encouraged to make reasonable judgements in assessing training needs for their employees.)*

Once the needs assessment survey has been completed, a plan must be created to provide the necessary training. The plan should identify how training is to be accomplished as well as a schedule for completing the training. Contained within Chapter 4010 is a form entitled "Employee Training Plan" that is useful in documenting employee training plans. Supervisors should complete one of these forms for each of their employees.

In developing a training plan for an employee, supervisors will need to identify which training courses an employee should attend to satisfy their training needs. The Laboratory is in the process of developing a Training Course Catalog that lists available training courses with corresponding course numbers. However, this catalog is still in the development stages. In the interim, a training course matrix has been prepared by the Section that matches known training course numbers and titles to specific questions on the Individual Needs Assessment Survey. Using this matrix and information from the Individual Needs Assessment Survey, supervisors can effectively prepare employee training plans.

In addition to identifying training courses, training plans should indicate a date by which specific training should be achieved. The date should be selected based in part on the risk associated with an employee's not receiving training and on the availability of courses. If a situation arises where a delay in providing employee training may result in unsafe exposure to that employee, the supervisor should contact the TSS ES&H Group to make arrangements for that training to be provided promptly. For situations where training is not needed immediately, supervisors should identify a date by which they feel the training should be completed (e.g., within the next 3 months, 6 months, 12 months, etc.). It should be noted that TSS supervisors are not responsible for arranging ES&H training courses for their employees, they are responsible for identifying what training is required. Section management will be responsible for arranging training courses to meet employee ES&H training needs.

Once the supervisor has completed an employee's training plan, the plan should be reviewed with that employee. For TSS, this review occurs annually as part of the Annual Performance Review and Development Plan process or when an employee's job assignment or function changes. The employee and the supervisor should concur that the

plan accurately reflects the employees needs. The employee should also understand the proposed schedule for obtaining the training and agree that it is reasonable.

An effective plan must be reviewed on a periodic basis to assure the plan's timeliness. It is the supervisors responsibility to periodically review employee training plans and ensure that the plan is on schedule and training is being obtained as planned. The review should also consider whether the plan remains appropriate or if changes in workplace conditions, job assignments, etc. dictate the plan be revised. Appropriate action should be taken to modify the plan as needed.

Procedure for Completing Training Needs Assessments:

The following procedure should be followed by TSS line management when completing employee training needs assessments.

1. Supervisors should complete an Individual Needs Assessment Survey (ES&H TG Form #6) for each employee by answering each question on the survey as it relates to that employee's job function. Do not limit the needs assessment to only those issues on the survey. If other areas of concern are known, these should be identified and noted in the section provided on the last page of the survey form.
2. Supervisors should prepare an Employee Training Plan for each employee. To identify which training courses an employee should attend, match results from the needs survey to courses on the TSS Training Course Matrix. If a question is answered "yes" on the survey form, the employee should attend the course that corresponds to that question number on the Training Course Matrix. Write down the course number and title on the Employee Training Plan form (ES&H TG Form #5). For the due date, enter a future date by which you feel the training should be completed. If training is felt to be needed immediately, contact the ES&H Group for assistance.
3. Group Leaders should review the training plans for all employees in their organizations and compile the results in a report submitted to the Section Head. The report should include a table that identifies which courses are required, number of people requiring each course, and the estimated date by which training should be received. The report may also include comments and other information as pertinent. Submittal of this report should occur as part of the annual performance review process or as organizational or workplace changes require.
4. Supervisors and/or Group Leaders should periodically review training plans throughout the year and update as necessary to ensure that the plans accurately reflects employee training needs. Changes should be made as appropriate.



Fermilab

Revision 93-1

INDIVIDUAL NEEDS ASSESSMENT SURVEY

(completed by supervisor for all new or transfer employees or when
job assignment or job hazards change)

EMPLOYEE NAME: _____ ID#: _____

POSITION TITLE: _____

DIVISION/SECTION: _____

LAB MAILING ADDRESS: MS- _____ LAB PHONE #: _____

SUPERVISOR NAME: _____ MS- _____ PHONE: _____

PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING THE SURVEY.

This assessment will assist in identifying the compliance-related training required for the employee listed above. Additionally, space is provided at the end of the survey, for the identification of training that you **RECOMMEND** for the particular employee and for the identification of hazards which have not been addressed by the survey. The assessment should be completed for each employee (both full-time and part-time) at the Lab by the management person most familiar with the employee's responsibilities and work environment. This could be the employee's supervisor, person completing the employee's performance review, or manager.

Each question should be answered based on work the employee is expected to perform or hazards which the employee would be exposed to in the normal performance of their job at Fermilab - either on or off site. If you do not understand the questions OR are not sure of the potential hazards faced in the work environment, please contact your Division/Section ES&H group for assistance. Although a great deal of effort has gone into structuring each question in order to remove ambiguity, it may be difficult at times to apply the question to the individual work site. As it is very important that each question be answered as accurately as possible, if you are unsure of an answer, you are encouraged to request assistance.

When completed, use in conjunction with the ES&H Training Catalog to generate an Individual Training Plan for the named employee OR forward to the Division/Section ES&H group for preparation of the plan - as determined by the procedure in effect within your Division/Section. In either event, the assessment should be retained on file by the Division/Section ES&H group. On a scheduled basis, you will be asked to review the assessment to ensure that the information is still valid. Additionally, any time that new hazards are identified or brought into the work environment, this document should be updated.

SUGGESTION: Have the employee review the assessment occasionally to aid in maintaining the validity of the information - the employee may be more aware of changed conditions on the job site. This also helps ensure that the employee is aware of the potential hazards which may be encountered on the job.

This survey is intended to make your job as supervisor easier by identifying the individual training requirements for all of the employees reporting to you. Additionally, it provides the Laboratory with sufficient data to plan for meeting these training requirements. If you have suggestions for improving the survey, either in format or content, please contact the ES&H Training Group at MS-119 or on E-Mail at "LTHOM." Thank you.

3. YES NO be required to enter Research Division enclosures under controlled access conditions?
4. YES NO ROUTINELY supervise other employees as a normal part of their job?
5. YES NO be a member of an Emergency Response Organization OR be expected to respond to emergencies/spills as part of a response team?
If YES, which organization(s)? _____
6. YES NO work ROUTINELY or frequently in an office environment?
7. YES NO use a vehicle (government or private) on or off site for Lab business?
8. YES NO be assigned duties as Emergency Warden?
9. YES NO be assigned duties as Building/Facility/Task Manager?
If YES, identify: Building Facility Task
10. YES NO be assigned duties as a representative on a Lab/Div/Sec safety committee?

POWERED PLATFORMS, MANLIFTS, AND VEHICLE-MOUNTED PLATFORMS:

11. YES NO operate, use, or inspect powered platforms, manlifts, or vehicle-mounted platforms?
If YES, identify requirement: operate use inspect

OCCUPATIONAL HEALTH:

12. YES NO use respiratory protection equipment other than dust mask?
(NOTE: training for disposable respirators is to be provided by issuer)
13. YES NO work in permitted confined spaces OR serve as authorized attendant?
(Confined Space that is posted and/or requires a permit for entry)
14. YES NO be ROUTINELY exposed to a noise above an 8-hour time weighted average (TWA) greater than 84 decibels?
(work environment with noise levels above 84 db are posted "HEARING PROTECTION REQUIRED" or is so noisy that "normal conversation" is disrupted)
15. YES NO WORK IN VICINITY OF or be exposed to radiation from a Class III or IV laser?
(to be "exposed to" as part of their work requirements, not incidental to a chance happening)
16. YES NO perform hands-on work with radioactive materials OR enter a radiation area?

HAZARDOUS MATERIALS:

17. YES NO ROUTINELY work with, around or be exposed to hazardous materials?
(hazardous materials include compressed gases, flammable and combustible liquids, explosives and blasting agents, liquefied petroleum gases, anhydrous ammonia, or other toxic or reactive chemicals)

PERSONAL PROTECTIVE EQUIPMENT:

18. YES NO use personal protective equipment (PPE) as part of their assigned duties?
if YES, identify: eye, head, foot, hearing, hand, torso, other _____

ELECTRICAL:

38. YES NO maintain, develop, or service electrical equipment and risk electrical shock of >50 volts and/or >60 milliamp (i.e., "hot work")?
39. YES NO WORK IN VICINITY OF exposed energized electrical equipment where electric shock is possible? i.e., maintenance workers performing work behind electric cabinets, etc. (Does NOT apply to electrical equipment that is encased or protected such as computers, copiers, power hand tools, TVs, microwave ovens, etc.)
40. YES NO BE INVOLVED WITH electrical wiring design and protection OR power transmission and distribution?

TOXIC AND HAZARDOUS SUBSTANCES:

41. YES NO work with, respond to, or exposed to toxic and/or hazardous substances? (refer to appendix A for listing of toxic and hazardous substances)
42. YES NO be exposed to blood or bodily fluids as a normal part of work activities?

CONSTRUCTION SAFETY:

43. YES NO supervise, work at, inspect, or regularly enter a construction work area?

ENVIRONMENTAL:

44. YES NO perform environmental sampling?
45. YES NO generate hazardous or mixed waste?
46. YES NO handle, prepare for shipment, and/or transport hazardous, radioactive, or mixed waste? (NOTE: includes shipment and transport on and off site)
If YES, indicate which: handle prepare transport

MISCELLANEOUS:

47. YES NO ROUTINELY work outside (i.e., O&M, Roads & Grounds, machine operator, perform environmental sampling, etc.)?

MISCELLANEOUS: (continued)

48. YES NO use powder (explosive) activated fastening tools?
49. YES NO WORK WITH OR IN VICINITY OF cryogenic systems?
50. YES NO use or inspect slings incidental to normal work activities?
51. YES NO work in an Oxygen Deficiency Hazard (ODH) area?
52. YES NO WORK WITH OR IN VICINITY OF biohazards such as medical animal or sanitary wastes?



EMPLOYEE TRAINING PLAN () ()
YEAR QTR

SUPERVISOR NAME: _____ ID#: _____

[illegible]

Technical Support Section Individual Needs Assessment Survey

Correlation Chart Matching Training Needs With Suggested Course(s)

Individual Needs Assessment Survey		Recommended Training Course(s)	
Question Number	Topic	Course Number	Course Title
1	Facility Specific	N/A	Facility specific courses to be determined
2	Accelerator Division Controlled Access Enclosures	72	Controlled Access for the Accelerator Division
3	Research Division Controlled Access Enclosures	58	RD Beam Line Controlled Access
4	Supervisor	28	Supervisor Development
5	Emergencies/Spills Response	N/A 76 216	Hazwoper Training Emergency Procedures HWSF - Emergency Responder Training
6	Office Work	63	Office Safety
7	Vehicle Use	64 95	Winter Driving Driving Awareness
8	Emergency Warden	10	Emergency Warden
9	Building, Facility, Task Manager	N/A N/A 173	<i>Building Manager:</i> Course to be determined <i>Facility Manager:</i> Course to be determined <i>Task Manager:</i> Task Manager's Safety Responsibilities
10	Safety Committee Representative	N/A	Course to be determined
11	Powered Platform Or Vehicle Mounted Platform	N/A N/A N/A	<i>Operation:</i> Course to be determined <i>Use:</i> Course to be determined <i>Inspection:</i> Course to be determined

Individual Needs Assessment Survey		Recommended Training Course(s)	
Question Number	Topic	Course Number	Course Title
12	Respiratory Protection	24	Respiratory Protection
13	Confined Space	219	Full Facepiece Respirator
14	Hearing	3	Confined Space
15	Laser	154	Hearing Protection
16	Radioactive Materials	126	Laser Safety
17	Hazardous Materials	242	Radiation Worker 1
		243	Radiation Worker 2
		N/A	Radiation Technician
		N/A	Hazardous Materials course to be determined
		32	Hazardous Chemicals
		44	Hazardous Material Seminar
		97	Handling Chemicals Safely
18	Personal Protective Equipment (PPE)	199	PPE Availability & Use
		11	Eye: Eye Protection (11)
		117	Eye: Spanish Face & Eye Protection (117)
		N/A	Head: Course to be determined
		118	Foot: Spanish Safety Footwear (118)
		N/A	Hearing: Course to be determined
		132	Hand: Hand Protection (132)
		N/A	Torso: Course to be determined
19	"Remote" site Work	20	Multimedia First Aid
		84	First Responder - Red Cross
		163	Occupational First Aid
20	Fire Doors	193	Fire Door Inspections
21	Welding/Cutting	N/A	Course to be determined
22	Fire Extinguishers	12	Fire Extinguisher Use
23	Fire Extinguisher Systems	N/A	Course to be determined

Individual Needs Assessment Survey		Recommended Training Course(s)	
Question Number	Topic	Course Number	Course Title
24	-	-	-
25	-	-	-
26	-	-	-
27	Fire Detection and Alarm Systems	N/A	Course to be determined
28	Multi-Piece and Single Piece Rim Wheels	N/A	Course to be determined
29	Industrial Trucks	14	Operation: Forklift Operator Training
30	Cranes	N/A	Inspection: Course to be determined
31	Rotating & Cutting Machinery	5	Operation: Crane Operator Training
32	Power Presses, Forging Machines, Machines with Presence Sensing Devices	N/A	Inspection: Course to be determined
33	Oxygen/fuel Equipment	N/A	Course to be determined
34	Arc/Plasma/Oxy-acetylene Welding or Cutting	N/A	Course to be determined
35	Resistance Welding Equipment	223	Oxy-fuel Safety
36	Welding Equipment	21	Oxy-acetylene Training
37	Welding Machines/Equipment	189	Plasma Cutter Demo
38	Electrical Equipment Maintenance	N/A	Course to be determined
39	Exposed Energized Electrical Equipment	N/A	Course to be determined
40	Electrical Wiring Design/Protection Power Transmission/Distribution	N/A	Course to be determined
41	Toxic/Hazardous Substances	234	Advanced Electrical Safety
		9	Electrical Safety
		235	Basic Electrical Safety
		N/A	NEC Training
		156	Hazardous Communication (HAZCOM) Level 1
		N/A	Hazardous Communication Level 2 (HAZCOM 2)

Individual Needs Assessment Survey		Recommended Training Course(s)	
Question Number	Topic	Course Number	Course Title
42	Body Fluids	208	Bloodborne Pathogens
43	Construction Work Areas	4	Construction Safety
44	Environmental Sampling	N/A	Course to be determined
45	Hazardous/Mixed Waste Generation	240	Waste Generator
46	Handling Hazardous/Radioactive/Mixed Waste	N/A	Course to be determined
47	Outside Work	2	Cold Weather Exposure
48	Powder (explosive) Activated Fastening Tools	201	Powder Actuated Tools Usage
49	Cryogenic Systems	115	General Cryogenic Safety
50	Sling Inspection	82	Sling Inspection & Usage
51	Oxygen Deficiency Hazard Area (ODH)	29	O.D.H. Training (requires medical approval)
52	Bio-Hazards	60	Bio-Hazard Awareness
53	Floor Cleaning Equipment	N/A	Course to be determined
54	Farm & Garden Equipment	N/A N/A 75	<i>Mowers:</i> Course to be determined <i>Tractor:</i> Course to be determined <i>Chain Saws:</i> Chain Saw Safety
55	Critical Lifts	N/A	Course to be determined
56	High Pressure Systems	16	High Pressure Safety
57	Lockout/Tagout Program	88 212	Knowledgeable: Lockout & Tagout Level 1 Authorized: Lockout & Tagout Level 2



Technical Support Section

ES&H TRAINING REMEDIAL ACTION PLAN

Approved: _____

Peter Limb, Section Head

Date: _____

11/17/98

SCOPE

This policy defines the remedial action required to address individuals who do not meet the minimum score on examinations given at the end of ES&H training courses presented by Technical Support Section personnel.

DEFINITIONS

Remedial training - Additional training provided to individuals who fail to meet minimum score requirements for ES&H training courses. The purpose of the training is to assist individuals in acquiring the necessary level of competence in required skills.

GENERAL ES&H SAFETY TRAINING

Unless otherwise specified for a given course, remedial training shall be given to any person scoring less than 60% on a performance-based exam given at the conclusion of an ES&H safety training class. Remedial training shall be provided to the trainee by the course instructor.

RADIATION SAFETY TRAINING

In accordance with requirements in the Fermilab Radiological Control Manual, Article 613, remedial training shall be provided to any person scoring less than 80% on a exam given as part of a radiological safety training class. Remedial training shall be provided to the trainee by the course instructor. The course instructor is responsible for documenting the remedial action taken if it is different from the requirements of this policy.

Remedial training shall be conducted within one week of course completion, although it is strongly encouraged that remedial training occur immediately upon completion of the initial course. When immediate remedial action is not possible, the supervisor of the person requiring remedial action is responsible for ensuring that that person is directly supervised by a fully qualified individual until remedial actions are taken and the person becomes fully qualified.

The level of remedial training required shall include at a minimum the following requirements:

1. General Employee Radiation Training

The instructor will review missed exam questions with the trainee and discuss questions or uncertainties to ensure that the material is understood. A passing mark will be awarded when the instructor is convinced that the trainee comprehends the material.

2. Radiation Worker I and II Training

When a person requires remedial actions for Radiation Worker training, the course instructor will notify the person's supervisor and the TSS RSO. If the instructor's planned course of action is different from that listed below, the remedial action plan should be approved by the supervisor and RSO.

A. 65% α Score < 80%

The instructor will review missed exam questions with the trainee and discuss questions or uncertainties to make sure that the material is understood. A passing score will be awarded when the instructor is convinced that the trainee comprehends the material. If the instructor is not comfortable with the trainee's comprehension of the material, the trainee will be required to repeat the class. The trainee's supervisor will be notified of the need to retake the course.

B. Score < 65%

The instructor will review missed questions with the trainee to ensure that the material is understood. However, it is mandatory for all trainees scoring less than 65% on a radiation worker training exam to repeat the class and retake the exam.

ES&H TRAINING

INTRODUCTION

Fermilab believes that Environmental, Safety, and Health (ES&H) training is essential to an excellent research program. An important goal at Fermilab is to carry out our research mission in such a way that both the environment and the safety and health of people receive the highest consideration. Preparing Laboratory workers to perform their activities in a safe manner with regard for the environment is a vital part of the research effort. At a minimum, all employees, students, and visitors working unescorted on site shall attend new employee orientation.

DEFINITIONS

Training - the transfer of skills and knowledge which develop or raise the level of competence of the learner.

ES&H awareness course - a general overview or introduction to an ES&H topic and is presented to create awareness, but **not** to teach a specific skill or qualify an individual to perform a particular task.

ES&H qualification course - prepares personnel to participate in operations which may expose them or the environment to specific hazards or where qualification is required by a regulatory agency. Qualification courses are generally designed to develop a skill or apply knowledge in a particular situation - i.e., train a person to operate an item of equipment such as a crane or forklift.

Working visitor - anyone, other than an employee, working at the Laboratory in an unescorted capacity. The term includes users of Laboratory facilities. The length of time the person will be in this capacity is immaterial. The fact that they are working in an unescorted capacity is of prime importance.

Escorted user - anyone using Laboratory facilities under controlled or escorted conditions.

Training documents - generated and maintained to support development efforts and the decisions which led to training content and methodology. Training documents include: Job Functional Analysis Worksheets, lesson guides (both classroom and OJT), and supporting material to include exams, etc.

Qualified trainer - a person competent in both the content area to be taught and as a trainer. Line management will identify the person as a trainer in the TRAIN database.

Training records - generated and maintained to document the individual's progress toward goals and requirements, and to record individual achievement. Training records include training attendance sheets, exams, certificates of completion/attendance, diplomas, and completed performance assessments.

Individual Training Needs Assessment (ITNA) - a form used to identify the hazards an individual may be exposed to in the work environment from which the required training can be derived. ITNA is a web-based form and may be accessed at http://www-esh.fnal.gov:8001/Train_DB/.

RESPONSIBILITIES

1. Division/Section Head

Division/Section Heads shall assure that appropriate training has been identified for each employee/working visitor within his/her organization and that such training has been completed.

2. ES&H Section

The ES&H Section will develop the tools to assist the supervisor in identifying required training, provide the means to identify training requirements and needs, provide or support broad-based ES&H training, and provide a method to document ES&H training. When requested, the ES&H Section shall also support divisions/sections in developing site-specific training.

3. Supervisor

The **supervisor** shall ensure that employees under his/her supervision receive the training necessary for worker safety and the protection of the environment. Supervisors are responsible for identifying hazards in the work area, ensuring employees are trained to recognize those hazards, and are fully prepared to respond appropriately to hazards within the work environment. Supervisors are responsible for completing an ITNA for each employee.

4. Individual

Each **individual** is responsible for actions which may affect the safety and health of themselves, coworkers, and the environment. Each employee is responsible for participating with the supervisor in the completion of ITNA. Employees are expected to maintain training status in a current condition by attending training courses in a timely fashion.

PROGRAM DESCRIPTION

1. Training Requirements

The ES&H Section routinely identifies regulatory driven training requirements which apply to the Laboratory and make these known to management. Division/Section management shall identify division specific training needs and assure the completion of ITNA for all individuals within the organization.

2. Central Courses

The ES&H Health and Safety Group (HS Group) shall identify training that is central to the overall activities of the Laboratory.

3. Training Development

The HS Group, together with content representatives from the d/s, shall develop training materials (i.e., lesson guides, support material, examinations, etc.) for Central Courses. This material shall be maintained by the ES&H Section and made available as requested to various organizations of the Laboratory and DOE oversight personnel or auditors.

4. Training Implementation

The HS Group shall present, coordinate or support Central Courses. This will be done in order to maintain a minimum level of consistency across the Laboratory and across time. Where desired, d/s may present this training; however, the standard training material shall be used. Certain courses shall be offered on a scheduled basis and shall be open for enrollment through the ES&H Home Page or by contacting the instructor. Other courses shall be scheduled and presented as requested by the various organizations at the Laboratory. All ES&H training required for qualification shall be presented by a qualified trainer. The qualification process for a trainer may include successful completion of a "train-the-trainer" course or formal OJT program under the tutelage of a mentor who is a qualified trainer. The certificate of completion or completed qualification card will be retained in the individual's personnel folder. In either case, demonstrated competence shall be included before a person is designated a "trainer".

5. Training Evaluation

Critique sheets and survey forms shall be used to determine the effectiveness of ES&H training. This information will be used to improve the acceptability and effectiveness of ES&H Central Courses. The status of training shall be incorporated into the Laboratory's assessment programs.

6. New Employee ES&H Orientation

All employees, including temporary employees, part-time, and students shall take new employee ES&H orientation as part of the overall new employee orientation program.

7. Reciprocal Training

Fermilab will accept training that meets Fermilab standards if employees and working visitors and users provide proof that they have successfully completed equivalent training at another facility. Such proof must be submitted to ES&H Section to ensure credit is given in TRAIN.

DOCUMENTATION & RECORDS

1. ES&H-related training information shall be entered into TRAIN (training management database) by the organization providing the training. Training records pertaining to ES&H-related training shall be forwarded to the ES&H Section for filing and maintenance.
2. At the time of the employee's separation from the Laboratory, the Personnel Department shall print the employee's training history from TRAIN for inclusion and permanent retention in the employee's official personnel folder.

Subject: Updating ITNAs

Date: Fri, 20 Sep 2002 09:15:42 -0500

From: Richard Ruthe <ruthe@fnal.gov>

Organization: Fermilab

To: Robert Andree <andree@fnal.gov>, Michael Lamm <lamm@fnal.gov>, Jerzy Nogiec <nogiec@fnal.gov>, Alexander Zlobin <zlobin@fnal.gov>, Cosmore Sylvester <sylvester@fnal.gov>, Darryl Orris <orris@fnal.gov>, Karen Swanson <kswan@fnal.gov>, Jeffrey Brandt <brandt@fnal.gov>, Daniel Smith <dasmith@fnal.gov>, Luciano Elementi <elementi@fnal.gov>, Kashikhin Vladimir <kash@fnal.gov>, James Kerby <kerby@fnal.gov>, Jamie Blowers <blowers@fnal.gov>, David Finley <finley@fnal.gov>, Sorenson Dean <deans@fnal.gov>, LaDaune Trierweiler <ladaune@fnal.gov>, James Strait <strait@fnal.gov>, Gregory Kobliska <gregg@fnal.gov>, John Zweibohmer <johnz@fnal.gov>, Peters Leslie <lpeters@fnal.gov>, Ted Beale <beale@fnal.gov>

CC: Kurt Kasules <kasules@fnal.gov>

This is a gentle reminder that as part of the employee performance review process, you also need to review an employee's Individual Training Needs Assessment (ITNA). There is no need to re-do the ITNA unless the employee's work activities have changed. The review will take about 30 seconds. For those that may not remember,

- The web address is: http://www-esh.fnal.gov/pls/fnal_user/itna.html
- Or go to the ES&H Section home page, then TRAIN, then ITNA
- User name is: td_itna
- Password is: magnets
- Page down through the ITNA, clicking 'SUBMIT' if everything is the same, and then click the "YES" button at the end. (You must click 'YES' to add the current date to the ITNA.) The employee's ITNA is now updated.

Contact either myself or Kurt Kasules if you have any questions.

Rich

--

Rich Ruthe

TD/ES&H, Mail Stop 343

Fermilab phone: 630-840-5424

P.O. Box 500 fax: 630-840-8032

Batavia, IL 60510 pager: 630-266-6842

ITNA Log for TD

- TD -- TECHNICAL DIVISION
- Leader: Kephart, Robert D
- 259/259 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Kephart, Robert D	03329N	02/14/2002	Richard Ruthe	Stephen Holmes

- TD/CIS -- TECHNICAL DIVISION, COMPUTING & INFORMATION SYSTEMS
- Leader: Andree, Robert A
- 7/7 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Andree, Robert A	08039N	06/07/2001	Robert Andree	Robert Kephart
Carbo-Finstrom, Graciela C	01433N	06/29/2001	Robert Andree	Robert Andree
Diebold, Carol C	03825N	06/29/2001	Robert Andree	Robert Andree
Hammer, James C	11327N	06/29/2001	Robert Andree	Robert Andree
Konc, John J.	03376N	06/29/2001	Robert Andree	Robert Andree
Morris, Jason L.	12264N	06/29/2001	Robert Andree	Robert Andree
Wang, Ping	12712N	06/29/2001	Robert Andree	Robert Andree

- TD/CON -- TD CONTRACTORS
- Leader: Kephart, Robert D

Org Member	Fermi ID	Completed	Completed By	Supervisor
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- TD/DT -- TECHNICAL DIVISION, DEVELOPMENT & TEST
- Leader: Lamm, Michael J
- 54/54 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Glass, Henry	09496N	04/09/2002	Michael Lamm	Michael Lamm
Lamm, Michael J	06093N	08/13/2002	Michael Tartaglia	Robert Kephart
Ohman, Kathleen S.	04558N	07/18/2001	John Tompkins	Michael Lamm

- TD/DT/DEV/ADP -- TECHNICAL DIVISION, DEVELOPMENT & TEST, ACCELERATOR AND DETECTOR PROJECTS
- Leader: Lamm, Michael J
- 5/5 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Bauer, Pierre C	12353N	05/24/2002	Michael Lamm	John Tompkins
Feher, Sandor	11297N	08/13/2002	Michael Lamm	John Tompkins
Huang, Yuenian	11306N	07/16/2001	Victor Yarba	John Tompkins
Peterson, Thomas J	03030N	08/10/2001	Thomas Peterson	John Tompkins
Tompkins, John C.	02487N	08/13/2002	Michael Lamm	Michael Lamm

- TD/DT/EXPASTRO -- TECHINCAL DIVISION, DEVELOPMENT & TEST, EXPERIMENTAL ASTROPHYSICS
- Leader: Lamm, Michael J
- 4/4 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Kaducak, Marc L	13409N	12/10/2001	Paul Mantsch	Paul Mantsch
Mantsch, Paul M	02180N	07/13/2001	Paul Mantsch	Michael Lamm
Mazur, Peter O	02902N	08/17/2001	Henry Glass	Paul Mantsch
Mccook, Sarah G	13362N	11/20/2001	Paul Mantsch	Paul Mantsch

- TD/DT/MA -- TECHNICAL DIVISION, DEVELOPMENT & TEST, MEASUREMENT & ANALYSIS
- Leader: Lamm, Michael J
- 3/3 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Dimarco, E. Joseph	08451N	08/13/2002	Henry Glass	Henry Glass
Schlabach, Philip	11309N	08/13/2002	Henry Glass	Henry Glass
Velev, Gueorgui	11257N	09/19/2001	Henry Glass	Henry Glass

- TD/DT/SDS -- TECHNICAL DIVISION, DEVELOPMENT & TEST, SYSTEMS DEVELOPMENT & SUPPORT
- Leader: Lamm, Michael J
- 6/6 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Desavouret, Eugene	04783N	06/28/2001	Jerzy Nogiec	Jerzy Nogiec
Hall, Pennie J	09738N	06/28/2001	Jerzy Nogiec	Jerzy Nogiec
Kotelnikov, Sergey K	13154N	06/28/2001	Jerzy Nogiec	Jerzy Nogiec
Nogiec, Jerzy M.	10768N	07/30/2001	Michael Lamm	Michael Lamm
Trombly-Freytag, Kelley	09504N	06/28/2001	Jerzy Nogiec	Jerzy Nogiec
Walbridge, Dana G.	08673N	06/28/2001	Jerzy Nogiec	Jerzy Nogiec

- TD/DT/SM -- TECHNICAL DIVISION, DEVELOPMENT & TEST, SUPERCONDUCTING MAGNETS
- Leader: Lamm, Michael J
- 8/8 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Ambrosio, Giorgio	12326N	07/24/2001	Alexander Zlobin	Alexander Zlobin
Barzi, Emanuela Z	10965N	08/13/2002	Alexander Zlobin	Alexander Zlobin
Del Frate, Licia	13611N	09/23/2002	Emanuela Barzi	Emanuela Barzi
Imbasciati, Linda	12988N	07/24/2001	Alexander Zlobin	Alexander Zlobin
Kashikhin, Vadim	12305N	07/24/2001	Alexander Zlobin	Alexander Zlobin
Kaspar, Brad	13581N	05/31/2002	Giorgio Ambrosio	Giorgio Ambrosio
Yamada, Ryuji	00114N	07/24/2001	Alexander Zlobin	Alexander Zlobin
Zlobin, Alexander	11001N	07/24/2001	Alexander Zlobin	Michael Lamm

- TD/DT/TO -- TECHNICAL DIVISION, DEVELOPMENT & TEST, TEST OPERATIONS
- Leader: Lamm, Michael J
- 12/12 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Tartaglia, Michael A.	09000N	08/13/2002	Michael Lamm	Michael Lamm

- TD/DT/TO/COE -- TECHNICAL DIVISION, DEVELOPMENT & TEST, TEST & OPERATIONS, CRYOGENIC OPERATIONS & ENGINEERING
- Leader: Lamm, Michael J
- 4/4 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Hess, Charles E, Jr.	02767N	12/11/2001	Cosmore Sylvester	Cosmore Sylvester
Rabehl, Roger J	10654N	11/20/2001	Mary Logue	Cosmore Sylvester
Reid, Clark M.	08543N	06/19/2001	Cosmore Sylvester	Cosmore Sylvester
Sylvester, Cosmore D.	11009N	07/02/2002	Michael Tartaglia	Michael Tartaglia

- TD/DT/TO/IC -- TECHNICAL DIVISION, DEVELOPMENT & TEST, TEST OPERATIONS, INSTRUMENTATION & CONTROLS
- Leader: Lamm, Michael J
- 1/1 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Carcagno, Ruben H	11989N	08/13/2002	Michael Tartaglia	Michael Tartaglia

- TD/DT/TO/IC/TS -- TECHNICAL DIVISION, DEVELOPMENT & TEST, TEST OPERATIONS, INSTRUMENTATION & CONTROLS, TECHNICAL SUPPORT
- Leader: Lamm, Michael J
- 6/6 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Baum, Irene	04295N	02/20/2002	Yuriy Pischalnikov	Yuriy Pischalnikov
Helis, Steven A	05072N	07/30/2001	Yuriy Pischalnikov	Yuriy Pischalnikov

Krause, Dean A	00740N	11/20/2001	Mary Logue	Yuriy Pischalnikov
Lewis, Fred L.	05379N	08/13/2002	Yuriy Pischalnikov	Yuriy Pischalnikov
Padilla III, Rene, III	02517C	02/20/2002	Yuriy Pischalnikov	Yuriy Pischalnikov
Pischalnikov, Yuriy M	13074N	08/13/2002	Ruben Carcagno	Ruben Carcagno

- TD/DT/TO/COI/MT -- TECHNICAL DIVISION, TEST OPERATIONS, CRYOGENIC OPERATIONS & ENGINEERING, MECHANICAL TECHS
- Leader: Lamm, Michael J
- 9/9 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Bianchi, Armand J	00882N	09/24/2002	Armand Bianchi	Cosmore Sylvester
Kirschbaum, George W	04142N	07/02/2002	Armand Bianchi	Armand Bianchi
Massengill, Danny L	06132N	09/19/2002	Armand Bianchi	Armand Bianchi
Mumper, William G., Jr.	03700N	07/02/2002	Armand Bianchi	Armand Bianchi
Rusy, Allen J.	05077N	07/02/2002	Armand Bianchi	Armand Bianchi
Thompson, Mark D.	06183N	09/19/2002	Armand Bianchi	Armand Bianchi
Validis, Dean	04095N	07/02/2002	Armand Bianchi	Armand Bianchi
Ward, Randy	13103N	09/19/2002	Armand Bianchi	Armand Bianchi
Wilson, Fred	03789N	09/19/2002	Armand Bianchi	Armand Bianchi

- TD/DT/TO/IC/P -- TECHNICAL DIVISION, DEVELOPMENT & TEST, TEST OPERATIONS, INSTRUMENTATION & CONTROLS, PROJECTS
- Leader: Lamm, Michael J
- 4/4 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Garvey, James D	01050N	08/13/2002	Darryl Orris	Darryl Orris
Makulski, Andrzej M	12727N	08/13/2002	Darryl Orris	Darryl Orris
Nehring, Roger H	03676N	03/26/2002	Michael Tartaglia	Darryl Orris
Orris, Darryl F	07920N	03/26/2002	Michael Tartaglia	Ruben Carcagno

- TD/EF -- TECHNICAL DIVISION, ENGINEERING & FABRICATION
- Leader: Yarba, Victor A
- 110/110 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Carson, John A, III	02118N	07/16/2001	Victor Yarba	Victor Yarba
Sliwicki, Gary A	03088N	07/16/2001	Victor Yarba	Victor Yarba

- TD/EF/ADMS -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, ADMINISTRATIVE SUPPORT
- Leader: Yarba, Victor A
- 4/4 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Havlik, Scott	04480C	05/10/2002	Karen Swanson	Karen Swanson
Noyola, Erene	01872N	05/09/2001	Karen Swanson	Karen Swanson
Peterson, Rica	09988N	07/16/2001	Karen Swanson	Karen Swanson
Swanson, Karen L	04287N	07/16/2001	Victor Yarba	Victor Yarba

- TD/EF/CMS/CKM -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, CMS MUONS/CKM
- Leader: Yarba, Victor A
- 4/4 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Apollinari, Giorgio	07400N	09/19/2001	Victor Yarba	Victor Yarba
Barashko, Victor A	13365N	07/26/2002	Victor Yarba	Giorgio Apollinari
Chester, Nelson S	09006N	09/24/2001	Victor Yarba	Giorgio Apollinari
Prokofiev, Oleg	11363N	07/16/2001	Victor Yarba	Giorgio Apollinari

- TD/EF/DD -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, DESIGN/DRAFTING
- Leader: Yarba, Victor A
- 14/14 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Battista, Marianne	05696N	06/21/2001	Thomas Nicol	Jeffrey Brandt
Belko, Peter R	12484N	06/21/2001	Thomas Nicol	Jeffrey Brandt
Brandt, Jeffrey S	07837N	09/19/2001	Victor Yarba	Victor Yarba
Brown, Harry L	04335N	09/18/2002	Jeffrey Brandt	Jeffrey Brandt
Davis, Gerald A	04147N	06/21/2001	Thomas Nicol	Jeffrey Brandt
Ewald, Kerry D	02854N	06/21/2001	Thomas Nicol	Jeffrey Brandt
Jablonski, James W	04595N	08/06/2002	Jeffrey Brandt	Jeffrey Brandt
Knauf, Arnold B	08195N	06/21/2001	Thomas Nicol	Jeffrey Brandt
Litvinenko, Lucy	12436N	06/21/2001	Thomas Nicol	Jeffrey Brandt
Meredith, Simmie L.	03642N	06/21/2001	Thomas Nicol	Jeffrey Brandt
Pasholk, Dan	13153N	06/21/2001	Thomas Nicol	Jeffrey Brandt
Sachtschale, John T.	08473N	06/21/2001	Thomas Nicol	Jeffrey Brandt
Simmons, Anthony L	04342N	06/21/2001	Thomas Nicol	Jeffrey Brandt

Zielbauer, George M	00664N	06/21/2001	Thomas Nicol	Jeffrey Brandt
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- TD/EF/FAB -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, FABRICATION
- Leader: Yarba, Victor A
- 27/27 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
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- TD/EF/FAB/ASSM -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, FABRICATION, ASSEMBLY
- Leader: Yarba, Victor A
- 13/13 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Brooks, Howard R	05310N	03/22/2002	Daniel Smith	Daniel Smith
Gallo, Philippe	04485N	08/14/2002	Daniel Smith	Daniel Smith
Hill, Rob, Jr.	12799N	08/15/2001	Daniel Smith	Daniel Smith
Jones, Junior	01527N	08/15/2001	Daniel Smith	Daniel Smith
Lopez, Justin	02197C	08/15/2001	Daniel Smith	Daniel Smith
Ostrom, Wayne D	13326N	02/13/2002	Daniel Smith	Daniel Smith
Phelps, Modeste L	04209N	08/15/2001	Daniel Smith	Daniel Smith
Pribyl, Charles H	12357N	08/13/2002	Daniel Smith	Daniel Smith
Samayavong, Inpeng	04363N	08/15/2001	Daniel Smith	Daniel Smith
Sanchez, Patsy A	03712N	08/15/2001	Daniel Smith	Daniel Smith
Sanchez, Sergio	03421N	08/15/2001	Daniel Smith	Daniel Smith
Schmitt, Jerry	12723N	06/20/2001	Daniel Smith	Daniel Smith
Smith, Daniel J	01513N	01/09/2002	John Carson III	John Carson III

- TD/EF/FAB/CMS -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, FABRICATION, CMS
- Leader: Yarba, Victor A
- 8/8 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Chlebek, Mark B	13614N	09/16/2002	Glenn Smith	Glenn Smith
Dees, Kerry A	13037N	09/16/2002	Glenn Smith	Glenn Smith
Eddy, Daniel S	12827N	09/16/2002	Glenn Smith	Glenn Smith
Evitts, Bobby L.	04783C	09/16/2002	Glenn Smith	Glenn Smith
Kelly, Tina M	04202C	09/16/2002	Glenn Smith	Glenn Smith
Smith, Glenn	03275N	12/03/2001	Glenn Smith	John Carson III
Szuba-Jensen, Helen	13076N	09/16/2002	Glenn Smith	Glenn Smith
Wittenkeller, Jeff G.	12328N	09/16/2002	Glenn Smith	Glenn Smith

- TD/EF/FAB/TOOL -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, FABRICATION, TOOLING
- Leader: Yarba, Victor A
- 6/6 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Assell, Daniel L	04950N	06/05/2001	Richard Smith	Luciano Elementi
Connolly, Dean F	05640N	07/24/2001	Luciano Elementi	Luciano Elementi
Elementi, Luciano	12841N	09/30/2002	John Carson III	John Carson III
Robatzek, William R	06460N	06/05/2001	Richard Smith	Luciano Elementi
Smith, Richard L	04893N	07/26/2002	Luciano Elementi	Luciano Elementi
Strysik, Stephen M.	12812N	06/05/2001	Richard Smith	Luciano Elementi

- TD/EF/HFSCMAG -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, HIGHFIELD SC MAGNET
- Leader: Yarba, Victor A
- 6/6 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Andreev, Nikolai	12302N	07/16/2001	Victor Yarba	Vladimir Kashikhin
Bhashyam, Srinivas	13454N	06/17/2002	Victor Yarba	Vladimir Kashikhin
Chichili, Deepak Reddy	11917N	07/16/2001	Victor Yarba	Vladimir Kashikhin
Kashikhin, Vladimir	11950N	07/16/2001	Victor Yarba	Victor Yarba
Novitski, Igor V.	11661N	07/16/2001	Victor Yarba	Vladimir Kashikhin
Yadav, Sunil	12237N	07/16/2001	Victor Yarba	Vladimir Kashikhin

- TD/EF/LAB -- TECHNICAL DIVISION, ENGINEERING, ENGINEERING LABORATORY
- Leader: Yarba, Victor A
- 2/2 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Van Raes, Thomas L	05082N	06/11/2001	Ted Beale	Thomas Wokas
Wokas, Thomas W	04650N	05/31/2002	Richard Ruthe	Rodger Bossert

- TD/EF/LHC -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, LHC IR'S
- Leader: Yarba, Victor A
- 3/3 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Bossert, Rodger C	04451N	07/16/2001	Victor Yarba	James Kerby
Kerby, James S	07350N	07/16/2001	Victor Yarba	Victor Yarba
Page, Thomas M.	10048N	06/21/2001	Thomas Nicol	James Kerby

- TD/EF/MDL -- TECHNICAL DIVISION, ENGINEERING, MATERIAL DEVELOPMENT LABORATORY
- Leader: Yarba, Victor A
- 2/2 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Burk, David A	04992N	09/16/2002	Jay Hoffman	Jay Hoffman
Hoffman, Jay A	05952N	07/16/2001	Victor Yarba	Victor Yarba

- TD/EF/PE -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, PROCESS ENGINEERING
- Leader: Yarba, Victor A
- 9/9 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Blowers, Jamie	12405N	07/30/2001	John Carson III	Victor Yarba
Cullen, Matt	13134N	11/20/2001	Mary Logue	Jamie Blowers
Gardner, Thomas J	04569N	09/20/2001	Jamie Blowers	Jamie Blowers
Gaw, Dennis L	03362N	07/24/2001	Jamie Blowers	Jamie Blowers
Isham, Pamela K.	03068C	09/16/2002	Jamie Blowers	Jamie Blowers
Jensen, Robert H	00315N	07/24/2001	Jamie Blowers	Jamie Blowers
Szal, Jan	13019N	07/24/2001	Jamie Blowers	Jamie Blowers
Szostak, John J.	02943C	07/24/2001	Jamie Blowers	Jamie Blowers
Travnick, Wendy A	02448C	07/24/2001	Jamie Blowers	Jamie Blowers

- TD/EF/RDSUP -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, R&D SUPPORT
- Leader: Yarba, Victor A
- 13/13 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Alvarez, Jesus	08173N	08/14/2002	James Rife	Rodger Bossert
Bice, Damon J	12413N	08/14/2002	James Rife	Rodger Bossert
Davis, Cecil	02440C	08/14/2002	James Rife	Rodger Bossert
Evans, Randy S	13493N	08/14/2002	James Rife	Rodger Bossert
Frianeza, Oliver D	13492N	08/14/2002	James Rife	Rodger Bossert
Gould, Steven N	04965N	08/14/2002	James Rife	Rodger Bossert
Mayer, Paul H., III	12792N	08/14/2002	James Rife	Rodger Bossert

Nurczyk, Donald L	04990N	08/14/2002	James Rife	Rodger Bossert
Rife, James A	04895N	08/14/2002	James Rife	Rodger Bossert
Ruiz, Eloisa	07160N	08/14/2002	James Rife	Rodger Bossert
Schewe, Wayne A, Jr.	13491N	08/14/2002	James Rife	Rodger Bossert
Strysik, Ed	13017N	08/14/2002	James Rife	Rodger Bossert
Whitson, Gilbert M	04568N	08/14/2002	James Rife	Rodger Bossert

- TD/EF/RFDEV -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, RF TECHNOLOGY DEVELOPMENT
- Leader: Yarba, Victor A
- 13/13 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Arkan, Tug	11982N	07/23/2001	John Carson III	David Finley
Battistoni, Marco A	12817N	12/11/2001	Glenn Smith	David Finley
Boffo, Cristian	12223N	10/22/2001	Victor Yarba	David Finley
Borissov, Evgueni R	11674N	07/31/2001	Victor Yarba	David Finley
Carter, Harry F	03236N	09/24/2001	Victor Yarba	David Finley
Finley, David A	05121N	03/12/2002	David Finley	Victor Yarba
Gonin, IVan V	13136N	07/16/2001	Victor Yarba	David Finley
Khabiboulline, Timergali	13342N	10/22/2001	Victor Yarba	David Finley
Nicol, Thomas H	03380N	07/16/2001	Victor Yarba	David Finley
Romanov, Gennady	12815N	07/31/2001	Victor Yarba	David Finley
Smith, Brian E	04548N	09/16/2002	David Finley	David Finley
Solyak, Nikolay A	12664N	07/31/2001	Victor Yarba	David Finley

Terechkine, Iouri	11004N	07/16/2001	Victor Yarba	David Finley
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- TD/EF/RUNII&AS -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, RUN II & ACCELERATOR SUPPORT
- Leader: Yarba, Victor A
- 9/9 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Hanft, Raymond W	00617N	07/16/2001	Raymond Hanft	David Harding
Harding, David J	03457N	08/14/2002	David Harding	Victor Yarba
Levy, Adam Z	13322N	08/08/2001	James Rife	Dean Sorensen
Lewis, Donald	04879C	06/10/2002	Dean Sorensen	Dean Sorensen
Makarov, Alexander	11003N	08/28/2001	John Carson III	David Harding
Mc Causland, James H	01772C	04/10/2002	Dean Sorensen	Dean Sorensen
Mitchell, Don	09401N	07/26/2002	Iouri Terechkine	David Harding
Robotham, William F.	02564N	09/20/2002	John Carson III	David Harding
Sorensen, Dean M.	04479N	08/15/2001	Daniel Smith	Rodger Bossert

- TD/EF/SM -- TECHNICAL DIVISION, ENGINEERING & FABRICATION, SUPERFERRIC MAGNET
- Leader: Yarba, Victor A
- 2/2 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Oleck, Andrew R	00228N	07/16/2001	Victor Yarba	Henryk Piekarz
Piekarz, Henryk	12122N	07/16/2001	Victor Yarba	Victor Yarba

- TD/HQ -- TECHNICAL DIVISION, HEADQUARTERS
- Leader: Kephart, Robert D
- 13/13 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Bruce, Margie	11902N	07/24/2001	Ladaune Trierweiler	Ladaune Trierweiler
Cook, Joe M	01706C	05/14/2001	Richard Ruthe	Robert Kephart
Limon, Peter J.	02012N	07/13/2001	Richard Ruthe	Robert Kephart
Sood, Romesh C.	01886N	07/13/2001	Romesh Sood	Robert Kephart
Stanek, Richard P	03339N	11/19/2001	Tj Sarlina	Robert Kephart
Trierweiler, Ladaune L.	00950N	07/24/2001	Peter Limon	Robert Kephart
Yarba, Victor A	10740N	10/22/2001	Victor Yarba	Robert Kephart

- TD/HQ/SUPP -- TECHNICAL DIVISION, HEADQUARTERS, SUPPORT
- Leader: Sood, Romesh C.
- 6/6 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Tam, Emily	13072N	09/17/2002	Romesh Sood	Romesh Sood

- TD/HQ/SUPP/ESH -- TECHNICAL DIVISION, HEADQUARTERS, SUPPORT, ES&H
- Leader: Sood, Romesh C.
- 3/3 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Herr, Michael G	08913N	09/16/2002	Richard Ruthe	Richard Ruthe
Kasules, Kurt E	01568N	06/10/2002	Richard Ruthe	Richard Ruthe
Ruthe, Richard C.	12260N	09/16/2002	Richard Ruthe	Romesh Sood

- TD/HQ/SUPP/FM -- TECHNICAL DIVISION, HEADQUARTERS, SUPPORT, FACILITIES MANAGEMENT
- Leader: Sood, Romesh C.
- 2/2 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Eisenach, Charles R	13722N	09/10/2002	Gary Lorenz	Gary Lorenz
Lorenz, Gary D.	07956N	07/13/2001	Richard Ruthe	Romesh Sood

- TD/HQ/LHC -- TECHNICAL DIVISION, HEADQUARTERS, LHC PROJECT OFFICE
- Leader: Kephart, Robert D
- 4/4 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Fisher, Douglas H	11993N	07/23/2001	James Strait	James Strait
Pfund, Philip A	12229N	09/24/2002	James Strait	James Strait
Spatafora, Sharon K.	09488N	09/24/2002	James Strait	James Strait
Strait, James B	07076N	12/19/2001	James Strait	Robert Kephart

- TD/MC -- TECHNICAL DIVISION, MATERIAL CONTROL
- Leader: Kobliska, Gregory R.
- 18/18 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Amorn-Vichet, Rissa	13432N	10/04/2001	John Zweibohmer	Gregory Kobliska
Kobliska, Gregory R.	03713N	06/22/2001	John Zweibohmer	Robert Kephart

- TD/MC/ACQ -- TECHNICAL DIVISION, MATERIAL CONTROL, ACQUISITION
- Leader: Kobliska, Gregory R.
- 5/5 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Alsip, Linda S	04698N	05/08/2001	John Zweibohmer	John Zweibohmer
Olderr, Paul C.	11656N	05/08/2001	John Zweibohmer	John Zweibohmer
Schmidt, Marsha E	04223N	05/08/2001	John Zweibohmer	John Zweibohmer

Steinke, Mark H.	13069N	05/08/2001	John Zweibohmer	John Zweibohmer
Zweibohmer, John R	06080N	05/08/2001	Gregory Kobliska	Gregory Kobliska

- TD/MC/IB4-OPS -- TECHNICAL DIVISION, MATERIAL CONTROL, INDUSTRIAL BUILDING 4 OPERATIONS
- Leader: Kobliska, Gregory R.
- 1/1 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Peters, Leslie D	12694N	09/12/2002	Gregory Kobliska	Gregory Kobliska

- TD/MC/IB4-OPS/CS -- TECHNICAL DIVISION, MATERIAL CONTROL, IB4-OPS, COMPONENT STORAGE
- Leader: Kobliska, Gregory R.
- 4/4 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Besch, Cliff	12698N	10/09/2001	Bonnie Rodriguez	Leslie Peters
Kelley, William D.	12304N	06/22/2001	Bonnie Rodriguez	Leslie Peters
Sanderson, Scott	05007C	09/12/2002	Leslie Peters	Leslie Peters
Vezain, Gary E.	11939N	05/18/2001	Bonnie Rodriguez	Leslie Peters

- TD/MC/IB4-OPS/QC -- TECHNICAL DIVISION, MATERIAL CONTROL, IB4-OPS, QUALITY CONTROL
- Leader: Kobliska, Gregory R.
- 6/6 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Beale, Ted R	09816N	07/03/2001	Gregory Kobliska	Leslie Peters
Ghanta, Sudhir B	12789N	06/11/2001	Ted Beale	Ted Beale
Juravic, Frank E, Jr.	01491N	07/23/2001	Ted Beale	Ted Beale
Lira, Oscar A.	06835N	09/24/2002	Ted Beale	Ted Beale
Merkler, Stephen	02825N	06/29/2001	Ted Beale	Ted Beale
Riley, Robert W	05857N	06/11/2001	Ted Beale	Ted Beale

- TD/MS -- TECHNICAL DIVISION, MACHINE SHOP
- Leader: Matthews, Charles

- 52/52 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Larson, Sherri L.	08849N	05/31/2001	Charles Matthews	Charles Matthews
Matthews, Charles	00802N	06/07/2001	Paul Mantsch	Robert Kephart
Peterson, Jerry L	00555N	09/19/2002	Charles Matthews	Charles Matthews

- TD/MS/MRTS -- TECHNICAL DIVISION, MACHINE SHOP, MACHINE REPAIR/TECH SHOP MACHINISTS
- Leader: Matthews, Charles
- 7/7 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Bucio, Tarcisio	06137N	05/02/2002	Jerry Peterson	Jerry Peterson
Kerwin, Michael J.	04447N	05/17/2001	Jerry Peterson	Bobby Stroud
Mcgowan, Todd E.	11746N	05/02/2002	Jerry Peterson	Jerry Peterson
Reed, James R.	03113N	05/17/2001	Jerry Peterson	Jerry Peterson
Tollefson, Wesley G	08974N	09/19/2002	Jerry Peterson	Jerry Peterson
Walters, Scott A.	08083N	12/04/2001	Jerry Peterson	Jerry Peterson
Weiten, Edward J	03885N	05/17/2001	Jerry Peterson	Jerry Peterson

- TD/MS/TS -- TECHNICAL DIVISION, MACHINE SHOP, TECH SHOP MACHINISTS
- Leader: Matthews, Charles
- 5/5 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Cunningham, Homer	01832N	06/14/2001	Louis Ramirez	Bobby Stroud
Fisher, Donald E	02522N	05/21/2002	Bobby Stroud	Bobby Stroud
Henry, Jerome W	08246N	05/21/2002	Bobby Stroud	Bobby Stroud
Leber, Ronald F	05789N	05/21/2002	Bobby Stroud	Bobby Stroud

Medley, William	08925N	08/30/2002	Jerry Peterson	Bobby Stroud
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- TD/MS/VMCS -- TECHNICAL DIVISION, MACHINE SHOP, VILLAGE MACHINE SHOP/CUT SHOP
- Leader: Matthews, Charles
- 18/18 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Berens, Michael G	11944N	08/05/2002	Louis Ramirez	Louis Ramirez
Bulat, Greg	13075N	08/05/2002	Louis Ramirez	Louis Ramirez
Cowan, Phillip R, Jr.	11665N	08/05/2002	Louis Ramirez	Louis Ramirez
Green, Gerald R	04417N	05/17/2002	Louis Ramirez	Louis Ramirez
Hagler, Edward	02971N	06/26/2002	Louis Ramirez	Louis Ramirez
Jackson, Leo	02114N	08/05/2002	Louis Ramirez	Louis Ramirez
Johanek, Robert J	08176N	08/05/2002	Louis Ramirez	Louis Ramirez
Kandziorski, Alan S	08553N	08/05/2002	Louis Ramirez	Louis Ramirez
Koch, Bill	03486N	09/16/2002	Jerry Peterson	Louis Ramirez
Laroche, Alice M.	12206N	08/05/2002	Louis Ramirez	Louis Ramirez
Mabe-Wortman, Raven L	12205N	12/12/2001	Louis Ramirez	Louis Ramirez
Markiewicz, Gary J.	09294N	12/12/2001	Louis Ramirez	Louis Ramirez
Mueller, Joe	12421N	08/05/2002	Louis Ramirez	Louis Ramirez
Parkhurst, Harry B.	10033N	08/05/2002	Louis Ramirez	Louis Ramirez
Penson, Carl B	04404N	12/04/2001	Louis Ramirez	Louis Ramirez
Ramirez, Louis M.	03114N	09/19/2002	Charles Matthews	Charles Matthews
Sra, Kuldeep S.	12643N	08/05/2002	Louis Ramirez	Louis Ramirez
Wagner, Ronald P	06117N	09/06/2002	Louis Ramirez	Louis Ramirez

- TD/MS/WHMSTS -- TECHNICAL DIVISION, MACHINE SHOP, WILSON HALL MACHINE SHOP/TECH SHOP
- Leader: Matthews, Charles
- 8/8 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Blair, Howard A	08905N	08/06/2002	Bobby Stroud	Bobby Stroud
Eriks, Mark A	05021N	05/21/2002	Bobby Stroud	Bobby Stroud
Haugen, Alan	06288N	05/21/2002	Bobby Stroud	Bobby Stroud
Hughes, Patrick H	08262N	05/21/2002	Bobby Stroud	Bobby Stroud
Kelly, Thomas P.	08894N	08/06/2002	Bobby Stroud	Bobby Stroud
Nowak, John C	06133N	05/21/2002	Bobby Stroud	Bobby Stroud
Stroud, Bobby W	04554N	09/20/2001	Charles Matthews	Charles Matthews
Wilson, James H.	03820N	09/19/2002	Bobby Stroud	Bobby Stroud

- TD/MS/WS -- TECHNICAL DIVISION, MACHINE SHOP, WELD SHOPS
- Leader: Matthews, Charles
- 11/11 = 100% Complete

Org Member	Fermi ID	Completed	Completed By	Supervisor
Cooper, Michael J	12271N	05/01/2002	Roger Hiller	Roger Hiller
Dyrda, Cindy L	12926N	04/16/2002	Roger Hiller	Roger Hiller
Gatfield, William E	04609N	05/01/2002	Roger Hiller	Roger Hiller
Harbacek, Lenny	12261N	05/01/2002	Roger Hiller	Roger Hiller
Hiller, Roger E	00362N	06/18/2002	Charles Matthews	Charles Matthews
O'Neill, James M	05066N	05/01/2002	Roger Hiller	Roger Hiller
Reynolds, Michael P.	03993N	04/16/2002	Roger Hiller	Roger Hiller
Roberts, Jeffrey T	02174N	05/01/2002	Roger Hiller	Roger Hiller
Sood, Chander M	03800N	05/01/2002	Roger Hiller	Roger Hiller
Watkins, Daniel J	03991N	05/01/2002	Roger Hiller	Roger Hiller
Williams, Robert A.	04656N	05/01/2002	Roger Hiller	Roger Hiller

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TRAIN Summary Report

This report assumes that each employee's ITNA is correct.

Organization	Employees	Complete	% Complete		Courses	Courses Completed	% Courses Complete
BD	585	556	95.0		1702	1654	97.2
BS	144	128	88.9		137	111	81.0
CD	283	272	96.1		34	19	55.9
DI	42	42	100.0		3	3	100.0
ES	82	74	90.2		144	135	93.8
FE	148	139	93.9		565	552	97.7
LS	160	156	97.5		22	18	81.8
PD	662	574	86.7		798	660	82.7
TD	246	234	95.1		643	630	98.0
FNAL	2352	2175	92.5		4048	3782	93.4

Employees: The number of *active* employees according to HR. Employees on leave of absence are not counted.

Complete: The number of active employees who have completed 100% of the courses used to generate this report.

% Complete: The percentage of active employees who have completed 100% of the courses used to generate this report.

Courses: The total number of courses marked as required for all active employees according to the ITP/ITNA.

Courses Completed: The total number of courses complete and not past due for all active employees.

% Courses Completed: The percentage of courses complete and not past due for all active employees.

The following courses were used to generate this report.

FN000005 CR	Crane Operator Training (CR)
FN000005 EV	Crane Operator Training (EV)
FN000005 OJ	Crane Operator Training (OJ)
FN000010 CR	Emergency Warden
FN000311 CR	Fermilab Controlled Access
ES000012 CR	Fire Extinguisher Use
FN000014 CR	Forklift Operator Training (CR)
FN000014 EV	Forklift Operator Training (EV)
FN000014 OJ	Forklift Operator Training (OJ)

FN000154 CR Hearing Conservation
FN000029 CR O.D.H Training
FN000024 CR Respiratory Protection
FN000240 CR Waste Generator

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TRAIN Summary Report

This report assumes that each employee's ITNA is correct.

Organization	Employees	Complete	% Complete		Courses	Courses Completed	% Courses Complete
BD	585	574	98.1		609	598	98.2
BS	144	132	91.7		159	147	92.5
CD	283	271	95.8		291	277	95.2
DI	42	40	95.2		41	39	95.1
ES	82	82	100.0		113	113	100.0
FE	148	145	98.0		155	152	98.1
LS	160	151	94.4		158	149	94.3
PD	662	547	82.6		695	577	83.0
TD	246	246	100.0		282	282	100.0
FNAL	2352	2188	93.0		2503	2334	93.2

Employees: The number of *active* employees according to HR. Employees on leave of absence are not counted.

Complete: The number of active employees who have completed 100% of the courses used to generate this report.

% Complete: The percentage of active employees who have completed 100% of the courses used to generate this report.

Courses: The total number of courses marked as required for all active employees according to the ITP/ITNA.

Courses Completed: The total number of courses complete and not past due for all active employees.

% Courses Completed: The percentage of courses complete and not past due for all active employees.

The following courses were used to generate this report.

FN000241 CR GERT - (General Employee Radiation Training)
 FN000125 CR Material Move Survey
 FN000048 CR Radioactive Source Training (CR)
 FN000301 CR Radiological Worker (CR)
 TD601001 CR TD Rad Class 2 & Higher Procedure Review
 TD000043 CR TD Radiation Monitor Training

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TRAIN Summary Report

This report assumes that each employee's ITNA is correct.

Organization	Employees	Complete	% Complete		Courses	Courses Completed	% Courses Complete
BD	585	581	99.3		89	85	95.5
BS	144	144	100.0		3	3	100.0
CD	283	283	100.0		0	0	-
DI	42	42	100.0		0	0	-
ES	82	82	100.0		28	28	100.0
FE	148	146	98.6		91	89	97.8
LS	160	160	100.0		2	2	100.0
PD	662	656	99.1		46	40	87.0
TD	246	245	99.6		34	33	97.1
FNAL	2352	2339	99.4		293	280	95.6

Employees: The number of *active* employees according to HR. Employees on leave of absence are not counted.

Complete: The number of active employees who have completed 100% of the courses used to generate this report.

% Complete: The percentage of active employees who have completed 100% of the courses used to generate this report.

Courses: The total number of courses marked as required for all active employees according to the ITP/ITNA.

Courses Completed: The total number of courses complete and not past due for all active employees.

% Courses Completed: The percentage of courses complete and not past due for all active employees.

The following courses were used to generate this report.

FN000154 CR Hearing Conservation

FN000024 CR Respiratory Protection

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